



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC1102N18

ACCOUNTING TECHNICIAN

(This is not an approved career ladder position)

Opening Date: November 20, 2018 **Closing Date:** December 4, 2018

Salary: \$24,346 - \$30,433 per year (Minimum - Midpoint) Pay Grade 6*

Recruiting For: Office of the Public Guardian

Location: Kent County (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee performs various combinations of business transactions such as, but not limited to classifying, computing, verifying, recording/posting, reconciling, simple audit/examination, summarizing numerical data, and compiling reports for the Office of the Public Guardian. Assignments are accomplished through manual and electronic applications. Regular contacts include intra/inter agencies, local/state/federal agencies, private sector organizations, and the public.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

- Possession of an Associate's Degree or higher in Accounting or related field; **OR**
- Possession of a Bachelor's Degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems, or related field; **OR**
- 1. Six months experience in accounting support which includes performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports.
- 2. Six months experience in office operations such as operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls, and taking messages; file maintenance; maintaining and updating supplies.
- 3. Six months experience in record keeping.

4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

AND

- The ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 The Renaissance Centre
 405 N. King Street, Suite 507
 Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**